

**BLENDON TOWNSHIP
BUILDING PERMIT APPLICATION**

7161 72nd Ave. Hudsonville, Mi. 49426
616-875-7707 / Fax 616-875-7034

Applicant shall complete all items in Section I, II, III, IV, and V

Note: Separate applications must be completed for plumbing, mechanical and electrical permits

I – Project Information - Date: _____
Project Name: _____ Address: _____

Post Office: _____ Tax Parcel # 70-13-

II - Identification

A – Owner or Lessee

Name: _____ Address: _____

City: _____ State _____ Zip Code _____ Phone _____

B – Architect or Engineer

Name: _____ Address: _____

City: _____ State _____ Zip Code _____ Phone _____

License Number _____ Exp Date _____ Fax # _____

C – Contractor

Name: _____ Address: _____

City: _____ State _____ Zip Code _____ Phone # _____

Builders License Number _____ Exp Date _____ Fax _____

Federal Employer ID Number or Reason for Exemption _____

Workers Comp. Insurance Carrier or Reason for Exemption _____

MESC Employer Number or Reason for Exemption _____

III – Type of Improvement and Plan Review

A – Type of Improvement

___ New Building ___ Repair ___ Addition ___ Remodel
___ Demolition ___ Foundation Only ___ Mobile Home ___ Sign
___ Swimming Pool

B – Review(s) To Be Performed (Commercial/Industrial)

___ Building ___ Electrical ___ Mechanical
___ Plumbing ___ Foundation ___ Fire Protection

IV – Proposed Use of Building

A – Residential Description

___ One Family ___ Two Family ___ Three or More Family
___ Residential Accessory Building ___ Attached Garage
___ Detached Garage ___ Other _____

B – Commercial/Industrial

___ Amusement Recreation ___ Hospital Institutional ___ Store, Mercantile
___ Church/Religious Bldg ___ Office, Bank, Professional ___ Tanks, Towers
___ Industrial ___ Public Utility ___ Service Station
___ Restaurant ___ Other-Describe _____
Number of Stories _____ Number of Occupants _____
Construction Type _____ Use Group _____

C – Specifications

Construction Type

___ Wood Frame ___ Structural Steel ___ Masonry
___ Reinforced Concrete ___ Other –Describe _____

Foundation Type

___ Concrete ___ Wolmanized Wood ___ Other – Describe _____

Building Size

Width _____ feet Length _____ feet Height _____ feet

Structural Square Feet

1st Floor _____ sq feet 2nd Floor _____ sq. feet 3rd Floor _____ sq.feet
Finished Basement sq feet _____ Attached Garage sq feet _____
Area to be Remodeled _____ sq. feet

Heating and Cooling

Principal Fuel ___ Gas ___ Oil ___ Electric Other-Describe _____
Type of Unit ___ Forced Air ___ Hot Water ___ In Floor Heat (Basement)
Air Conditioning ___ Yes ___ No ___ SEER

Estimated cost of erecting, repairing, or remodeling (including cost of plumbing, heating, electrical

Wiring and all material and labor whether by owner or contract): \$ _____ **MINIMUM**
REQUIREMENTS FOR PLAN SUBMITTALS

V – Applicant Information and Signature

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Applicant Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

I hereby certify that the owner of record authorizes the proposed work, and that I have been authorized by the owner to make the application as his/her authorized agent, and agree to conform to all applicable laws of the State of Michigan and the Township of Blendon. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the state construction code act of 1972, 1972 PA230, MCL 125.1523 A prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

I understand that it is my responsibility to make timely notification to the Blendon Township Building Inspection Department for all inspections that are required to be made for the project which I have initiated by this permit application process.

Applicant Signature _____

A SURVEY IS REQUIRED TO BE PRESENTED TO THE ZONING OFFICIAL PRIOR TO START OF ROUGH – IN

Survey: The property owner or permit applicant for a residential structure shall provide to the Inspections Department a wall survey prepared by a licensed surveyor. No construction beyond foundation walls shall be allowed until the Township Building Inspector verifies setback requirements have been satisfied.

- Surveys shall include all set back and minimum building elevations as established
- **The builder shall be responsible for compliance with the regulations regarding the proper set backs & minimum building elevations.**

VI – Validation – for Building Inspector Use Only

Use Group _____ Base Fee _____

Type of Construction _____ Number of Inspections _____

Square Feet _____

Building Official

Date

BUILDING PERMIT CHECKLIST FOR SINGLE AND TWO FAMILY CONSTRUCTION

- 1 Two (2) complete sets of blueprints, including front, rear and side elevations, foundation and floor plans, and sectional drawing
- 2 One (1) copy of a legal survey of the lot and a site plan which should include the following:
 1. Location of the home on the lot with front, rear and side yard setbacks.
 2. Deed Restrictions and/or Easements.
 3. Sub-Division Restrictions.
 4. Zoning District.
- 3 Private Utilities: Well and Septic Permit from Ottawa County Environmental Health Dept. (800-764-4111).
- 4 Driveway Permit from the Ottawa County Road Commission (616-842-5400).
- 5 SESC Permit from the Ottawa County Drain Commission (616-846-8220).
- 6 Engineering details and specs on all pre-engineered building components, including roof and floor trusses, pre-cast concrete members etc.
- 7 Address assignment for homes built outside an approved sub-division to be obtained from the Building Dept or Zoning Administrator.
- 8 Michigan Energy Code: "ResCheck Compliance Certificate" or equivalent.

A ZONING COMPLIANCE APPLICATION IS REQUIRED WITH THE PERMIT APPLICATION

The processing of building permits usually takes two (2) to three (3) days after all of the required information is received by the Building Inspector. It is the responsibility of the applicant to be aware of code requirements and inspection procedures.

1. All requests for inspections are to be directed to the appropriate inspector.

Electrical Inspections	616-396-1448
Plumbing Inspections	616-399-6924
Mechanical Inspections	616-477-4940
Building Inspections	616-875-7707-Ext. 25
2. When you make the call for an inspection, the building permit number, trade permit number, jobsite address, name and telephone number of the person requesting the inspection, and how access to the building may be gained, must be stated with the request.
3. In the event items to be corrected are discovered, the inspector(s) will leave a "field correction notice" with the building permit posted on the site. An additional fee for each re-inspection will be charged to the contractor.
4. All Building Permits must be displayed on the job site.

If you have any questions or comments regarding this procedure please call Jim Scholma, Building Inspector, at 616-875-7707 Ext 25.

Essential items that are required to be completed in a satisfactory manner prior to inspection of the project:

1. Window flashings and sill flashings require proper installation of the building wrap as well as the flashing material. If you are unaware of the code requirements, please contact the Building Inspector.
2. Building wrap is not a flashing and does not take the place of flashing. Building wrap must be installed over all flashing material. This requirement includes all locations, porches, decks, step flashing, roofs, etc.
3. Rough-in inspections will not be completed until all flashings have been installed.
4. Occupancy permits will not be issued prior to the completion of planned deck installations. Incorrect deck installations have been the source of many incidents of structural failure resulting in serious injuries and even deaths through out the country.
5. The bearing points and connection of the headers to the deck supports will be the focus of special attention during the inspection. Current engineering practice and the building code, support this approach to bearing and connection; the deck headers should rest on the post, either by way of notching the post or setting on top of the post with an uplift resistance fastener. The deck header joist at the house end of the deck installation must be bolted through to the house rim joist which must be a solid 2 X rim joist. O.S.B. rim board or any other rim board type is unacceptable connection point material.
6. Handrail installations on the deck stairs are a requirement. A handout is available from the Building Inspection Department which should be helpful on the matter of proper deck design and installation.
7. Footings will need to be stoned and tiled to an approved gravity discharge point or to a sump crock. If a sump crock is used, the sump pump must be installed prior to the final inspection.
8. Any questions regarding the requirements for a successful inspection outcome should be directed to the Building Inspector. (875 7707 or bltwpzoning@centurytel.net)

Permit Holder Responsibilities

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job, the following items must be completed by the permit holder:

- _____ 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- _____ 2. The permit must be posted and visible from the road.
- _____ 3. A street number or a sign indicating the owner or contractor's name must identify the location. (Hand painted numbers or signs are permitted).

Inspections

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, **you must call** the inspector when you are ready for each type of inspection. Work **must not proceed** before the job is **inspected** and **approved**. Work may only progress when inspections have been completed.

THE REQUIRED INSPECTIONS ARE AS FOLLOWS:

BUILDING;

- _____ Foundation – when the footings and wall are complete and the foundation stone is in place and the tile is installed.
- _____ House wrap Inspection – when windows and doors are installed, **BEFORE** siding is installed.
- _____ Masonry Inspection – when flashing and weep holes are installed.
- _____ Rough-In - when framing is completed, **BEFORE** insulation and drywall, **AFTER** electrical, plumbing, and mechanical inspections are completed.
- _____ Final - when the project has been completed and ready for occupancy and **AFTER** electrical, plumbing, and mechanical final inspections are completed.

ELECTRICAL;

- _____ Temporary Service – when temporary service is complete and ready for connection.
- _____ Permanent Service - when permanent service is complete and ready for connection.
- _____ Rough –In - **BEFORE** insulating or dry walling, when wiring which will be hidden is complete.
- _____ Final - when all fixtures are installed, cover plates are installed and the building is ready to be occupied.

MECHANICAL;

- _____ Underground – prior to the time that the installation is to be covered by dirt, concrete or other construction material.
- _____ Rough-In – prior to the installation of anything in the walls (including ducts or chimneys) **BEFORE** dry walling.
- _____ Final - when furnace and/or air conditioning installations are completed and operational and you are ready to occupy.

PLUMBING;

- _____ Underground – when pipes have been installed, **BEFORE** backfilling or the pouring of concrete.
- _____ Rough-In - when all pipes are installed in walls, **BEFORE** wall board is installed and drainage lines in ceiling of basement **BEFORE** joists are covered.
- _____ Final - when all fixtures are installed and operating and you are ready to occupy.

PLEASE, remember each job is different and proceeds at a different pace. Therefore, we will not know when you are ready for an inspection unless you call us. Please make sure that you when you call you are ready for the inspection, because additional trips made to the site by the inspector will involve additional fees.

Thank you and good luck with your project.

CONTRACTOR REGISTRATION FORM

Names that appears on the License: _____

If a Corporation, Name of Qualifying Officer: _____

Address that appears on license: _____

E-mail address: _____

License Number: _____ Expiration date: _____

Phone number: _____ Cell phone: _____

Fax number: _____

Federal Employer ID # or Reason for Exemption: _____

MESC Employer # or reason for Exemption: _____

Worker's Comp Insurance Carrier: _____

Signature of License Holder _____ Date _____

Check all that apply

- ____ Building
- ____ Electric
- ____ Plumbing
- ____ Heating
- ____ Cooling
- ____ Repairs & Alternation

Check the one that applies

- ____ Corporation
- ____ Sole Proprietor
- ____ Partner

**PLEASE ATTACH A COPY OF YOUR CURRENT CONTRACTORS
LICENSE**

**MINIMUM SUBMITTAL REQUIREMENTS FOR PLANS TO
FINISH ALL OR PART OF A BASEMENT IN A
ONE OR A TWO-FAMILY DWELLING**

- 1. SHOW THE EXISTING FLOOR PLAN**
- 2. SHOW THE PROPOSED FLOOR PLAN**
- 3. LABEL EACH ROOM AND/OR SPACE FOR THE PROPOSED USE.**
- 4. PROVIDE ACCURATE DIMENSIONS FOR EACH ROOM OR SPACE.**
- 5. PROVIDE THE FINISHED CEILING HEIGHTS (MIN 7' & 6'6" UNDER BEAM).**
- 6. SHOW HOW WALL FRAMING WILL BE ACCOMPLISHED ON THE INTERIOR OF CONCRETE OR MASONRY WALLS.**
- 7. INDICATE THE USE OF TREATED LUMBER FOR ANY WOOD THAT WILL BE IN CONTACT WITH THE CONCRETE FLOOR AND CONCRETE OR MASONRY WALLS.**
- 8. SHOW TYPE AND THICKNESS OF INSULATION.**
- 9. SHOW TYPE OF VAPOR – RETARDER TO BE USED.**
- 10. SHOW THE WALL, CEILING, AND FLOOR FINISH MATERIAL TO BE USED.**
- 11. PROVIDE INFORMATION DEMONSTRATING THAT THE AREA UNDER THE STAIRS WILL BE COMPLETELY PROTECTED WITH GYPSUM BOARD.**
- 12. SHOW THE WINDOWS WITH THEIR CLEAR OPENING SIZE.**
- 13. SHOW THE SILL HEIGHT OF THE WINDOWS.**
- 14. INDICATE ANY EGRESS WINDOWS.**
- 15. IF MAKING A NEW EGRESS 'WINDOW WELL', PROVIDE ALL DETAILS AND SPECIFICATIONS.**
- 16. SHOW THE LOCATION OF ALL SMOKE DETECTORS AND INDICATE THEIR POWER SOURCES AND INTERCONNECTION.**
- 17. IF INSTALLING A NEW BATHROOM, WATER CLOSET COMPARTMENT, OR SIMILAR ROOM... SHOW A GLASS WINDOW OF 3 SQ FT MINIMUM WITH THE ONE – HALF THAT MUST BE OPERABLE. PROVIDE INFORMATION FOR A MECHANICAL FAN VENTED TO THE OUTSIDE IF THE WINDOW REQUIREMENT CANNOT BE MET.**

- 18. LIGHTING – EACH HABITABLE ROOM MUST HAVE GLASS AREA OF NOT LESS THAN 8% OF THE FLOOR AREA OF SUCH ROOMS. PROVIDE INFORMATION OF HOW ARTIFICIAL LIGHT WILL BE PROVIDED IF THIS REQUIREMENT CANNOT BE MET.**
- 19. VENTILATION – THE NATURAL VENTILATION TO THE OUTDOOR AIR MUST BE MINIMUM 4% OF THE FLOOR AREA BEING VENTILATED. PROVIDE INFORMATION DEMONSTRATING THE WAY THAT ARTIFICIAL VENTILATION WILL BE PROVIDED IF THIS REQUIREMENT CANNOT BE MET.**
- 20. PROVIDE SPECIFIC INFORMATION OF HOW THE FURNACE (OR BOILER) AND THE HOT WATER HEATER WILL RECEIVE THEIR COMBUSTION AIR.**

Blendon Township
Zoning Compliance Application
7161 72nd Ave., Hudsonville, MI. 49426
(616) 875-7707

1. Owner's name: _____
 2. Owner's telephone #: _____
 3. Construction site address: _____

 4. Construction site parcel number: _____
 5. Date parcel was last split: _____ Build able Lot: _____
 6. Zoning district: _____
 7. Site Plan:
 - a. Show road names.
 - b. Show property dimensions.
 - c. Show house and buildings.
 - 1) Front yard dimension.
 - 2) Side Yard dimension.
 - 3) Rear Yard dimension.
 - d. Show driveway and parking locations
 - e. Show north arrow.
 - f. Show drawing scale. (Small parcels 1"= 50' and large parcels 1"= 100')
 - g. Signature of parcel owner.
 - h. Show residential landscape greenbelt = 80' lots require (1) canopy tree
larger lots and corner lots require (2) trees.
 8. Building use. _____
 9. Excavation of ponds that are authorized by Building Permit are limited to a maximum of 1500 cubic yards of excavated material.
 10. For a "shared residential driveway" please take notice of Sec. 09.04.07 of the Zoning Ordinance. An inspection is required.
 - 11..Reminders:
 - a. Ottawa County Septic System Permit
 - b. Ottawa County Well Permit
 - c. Ottawa County Driveway Permit
 - d. Architectural Drawings
 - e. Accessory Buildings require truss engineering load specifications.
 12. Owners or Builder's signature: _____
- Approval date: _____, Approval Signature _____